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## Request for Change of Residence Status

Office of the Bursar

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### REQUEST FOR CHANGE OF RESIDENCE STATUS

The attached application and this cover sheet are to be completed by any student attending The University of Maine as a nonresident and who wishes to be considered a Maine resident for tuition purposes. The notarized completed application with all required documentation attached and this cover sheet are to be sent to the Associate Bursar, The University of Maine, 5703 Alumni Hall, Orono, Maine 04469-5703. **Please read carefully** and answer questions completely. Because this is a standard application used at all University of Maine System Universities and given to all students who wish to change their residence status, some questions may not apply to your particular situation. For instance, self-supporting students are not expected to answer questions #5, #6, and #29, which refer to information concerning the address of parents and if the student was claimed as a dependent on their tax forms. Those questions should be answered "NONE" or "N/A" (not applicable) and question #30 should be answered in detail. On the other hand, dependent students who rely on parent/parents or a guardian for financial support are expected to answer questions #5, #6, and #29.

A list of required documentation is noted on the back page of the application. Photocopies of these documents are appropriate. Please do not enclose the originals, as we cannot guarantee their return. If you have other documentation that you feel is supportive to your request, please enclose it. The more valid documentation you can provide the better.

University of Maine System Board of Trustees policy requires that a student **prove** Maine domicile **for other than educational purposes** prior to the change in out-of-state status. In other words, this process is not retroactive – a change in your residency status does not alter any past tuition charges. Residency guidelines as approved by the Board of Trustees are attached for your information.

Please note that your signature on the last page of the application must be witnessed by a Notary Public. **Applications must be submitted on or before the first day of classes for fall semester, spring semester or summer session.** Please write the semester and year (e.g. Fall 2007; Spring 2008; Summer Session 2008; etc.) on the top right corner of the first page of the application. **\* Please note that in-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the State of Maine.**

Typically, one of the five following conditions must be met.

- \_\_\_\_\_ 1. The applicant is a dependent of a member of, or is the spouse or domestic partner of a member of the United States Armed Forces actively stationed in Maine or, if actively stationed elsewhere, a member who has maintained Maine as his/her domicile.
- \_\_\_\_\_ 2. The applicant is dependent upon his/her parents or legally-appointed guardians and his/her parents or legally-appointed guardians are domiciled in Maine. **\* Please note that in-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the State of Maine.**
- \_\_\_\_\_ 3. The applicant is the spouse or the domestic partner of a Maine resident who can prove Maine residency prior to the marriage or the partnership in the case of domestic partners.
- \_\_\_\_\_ 4. The applicant has lived in the State of Maine, **for other than educational purposes (not full-time student)**, one year prior to registration or application.
- \_\_\_\_\_ 5. The applicant, spouse of the applicant or domestic partner of the applicant has demonstrated residency in Maine by \_\_\_\_\_ means of continuous, permanent full-time employment in Maine prior to the applicant applying for enrollment at \_\_\_\_\_ The University of Maine.

Please check the condition under which you are applying for a change of residency status, sign and date below, and include this sheet as the cover to your completed, notarized application.

\_\_\_\_\_  
 (Name – please print)

\_\_\_\_\_  
 (Student Account #)

\_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Date)



Maine's  
Public  
Universities

UNIVERSITY OF MAINE SYSTEM

**AFFIDAVIT OF DOMESTIC PARTNERSHIP**

We, \_\_\_\_\_ and \_\_\_\_\_  
certify that we are domestic partners in accordance with the following criteria and eligible for in-state  
tuition (in accordance with the provisions of Administrative Practice Letter 34) and/or student health  
insurance programs:

1. We are each other's sole domestic partner and intend to remain so indefinitely.
2. We are jointly responsible for each other's common welfare, share financial obligations,  
and share our primary residence. We have resided together for at least six (6)  
continuous months prior to the date of this affidavit. We will provide evidence of joint  
responsibility. Joint responsibility may be demonstrated by the existence of either (check  
I or II):

\_\_\_\_\_ I. A civil union licensed under state law (civil union is defined as a legally  
recognized union between same sex partners), OR

\_\_\_\_\_ II. Two or more of the following (please check at least two items that apply):

- \_\_\_\_\_ A. Domestic Partnership Agreement or Relationship Contract.
- \_\_\_\_\_ B. Joint mortgage or joint ownership of primary residence.
- \_\_\_\_\_ C. Two of:
  - \_\_\_\_\_ 1. Joint ownership of motor vehicle.
  - \_\_\_\_\_ 2. Joint checking account.
  - \_\_\_\_\_ 3. Joint credit account.
  - \_\_\_\_\_ 4. Joint lease.
- \_\_\_\_\_ D. The Domestic Partner has been designated as a beneficiary for  
employee's will, retirement contract, or life insurance.

3. We are:
  - not married to anyone, and
  - each at least eighteen (18) years of age, and
  - mentally competent to consent to contract, and
  - not related by blood to a degree of closeness, which would prohibit marriage in the  
State of Maine.

We understand that domestic partners are subject to the other eligibility provisions of the University's in-  
state tuition policy and/or student health insurance plan.

The student agrees to notify the University in writing within thirty-one (31) days of any termination of our  
domestic partnership. A written termination statement shall affirm that the partnership is terminated and  
that a copy of the termination statement has been mailed to the other partner.

We certify that the foregoing is true and correct. We, the undersigned student of the University of Maine  
System and the Domestic Partner, understand that falsification of information contained in this Affidavit may  
lead to disciplinary action and may subject us to civil action to recover any losses, including reasonable  
attorney's fees, in addition to an obligation to repay benefits received.

**Note: Signing of this Affidavit may affect important legal rights. Please consult your attorney.**

\_\_\_\_\_  
Signature of Student

Date: \_\_\_\_\_.

Certified, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

STATE OF MAINE

County of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Domestic Partner

Date: \_\_\_\_\_.

Certified, subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

STATE OF MAINE

County of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[SEAL]

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
The Affidavit and accompanying documentation have been reviewed.

Eligibility:

☐ Approved

☐ Not Approved

\_\_\_\_\_  
Signature of Approving Officer

Date: \_\_\_\_\_.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**University of Maine System**  
**ADMINISTRATIVE PRACTICE LETTER**  
**SUBJECT: RESIDENCY GUIDELINES**

Section IV-G  
Page(s) 1 of 3  
Effective 7/22/11

There are many factors which will be considered in determining residency for in-state tuition purposes. No one factor can be used to establish domicile, rather all factors and circumstances must be considered on a case-by-case basis. A domicile or residency classification assigned by a public or private authority neither qualifies nor disqualifies a student for UMS in-state status.

A student applying for admission to a degree program is classified as eligible, or not eligible, for in-state tuition at the time of acceptance to the University. A non-matriculated (non-degree) student is classified as eligible, or not eligible, for in-state tuition at the time of registration. The decision, made by the campus Chief Financial Officer, or other officials designated by the campus, shall be made based on information and documentation furnished by the student and other information available to the University. No student is eligible for in-state tuition classification until he or she has become domiciled in Maine, in accordance with University guidelines, before such registration. If the student is enrolled full-time in an academic program, as defined by the University, it will be presumed that the student is in Maine for educational purposes, and that the student is not in Maine to establish a domicile. A residence established for the purpose of attending a UMS campus shall not by itself constitute domicile. The burden will be on the student to prove that he or she has established a Maine domicile for other than educational purposes.

In general, the following criteria will be used to determine residency:

1. An individual who has lived in the State of Maine, for other than educational purposes, one year prior to registration or application to the University is considered an in-state student.

A student who is dependent on his/her parent(s) and/or legally appointed guardian (or to whom custody is granted by court order) is considered to have a domicile with the parent(s) for tuition purposes.

A student of parents legally separated or divorced may be granted in-state status if a noncustodial or joint custodial parent is domiciled in Maine and has contributed more than 50 percent of financial support for at least one year prior to the semester for which in-state status is sought.

Verification of the student's dependent status or the parent's contribution of financial support must be documented (custody, support, guardianship decrees or agreements, etc.)

2. A student will be considered in-state for tuition purposes if they are the spouse or domestic partner of an individual who currently has continuous, permanent full-time employment in Maine and their employment began prior to the student registering or applying for degree status at the University. Students seeking in-state tuition based on a domestic partnership relationship must submit an approved Affidavit of Domestic Partnership.
3. A student will be considered in-state for tuition purposes if they are the spouse or domestic partner of an individual who has resided in Maine, for other than educational purposes, one year prior to the student registering or applying for degree status at the University. Students seeking in-state tuition based on a domestic partnership relationship must submit an approved Affidavit of Domestic Partnership.

**University of Maine System**  
**ADMINISTRATIVE PRACTICE LETTER**  
**SUBJECT: RESIDENCY GUIDELINES**

Section IV-G  
Page(s) 2 of 3  
Effective 7/22/11

4. Members of the Armed Forces and their dependents, including spouse or domestic partner, will be granted in-state tuition during such periods of time as they are stationed on active duty within the State of Maine or if their Military State of residency is Maine as evidenced by appropriate official documentation. Individuals who have been granted in-state tuition under these conditions but then cease from active duty would continue to be granted in-state tuition. A Maine resident who is absent from the State for military or full-time educational purposes will normally remain eligible for in-state tuition. Students seeking in-state tuition based on a domestic partnership relationship must submit an approved Affidavit of Domestic Partnership (attached).
5. In-state tuition is not available to anyone who holds a non-immigrant U.S. visa. If an individual is not a domiciliary of the United States, they cannot be a domiciliary of the State of Maine.

A non-citizen who is a permanent resident of the United States (or has approval pending for such status) is eligible for Maine residency for tuition purposes provided that he/she meets the same requirements for establishing residency in Maine as are required of a United States citizen.

Non-citizens who are in (or have approval pending for) refugee/asylum status are likewise eligible to be considered for Maine residency status for tuition purposes provided that he/she meets the same requirements for establishing residency in Maine as are required of a United States citizen.

All non-citizens must provide appropriate documentation related to residency and to verify their status with the Department of Homeland Security. This documentation is not part of the admissions process.

6. A student who attended an out-of-state educational institution at in-state tuition rates in the immediately preceding semester, shall be presumed to be in Maine for educational purposes and not to establish a domicile. Normally such students must wait one semester before attaining in-state status. Again, the burden will be on the individual to prove that he or she has established a Maine domicile for other than educational purposes.

To change tuition status, the following procedures are to be followed:

- A. A "Request for Change in Tuition Status" must be filed with the campus Chief Financial Officer or designee on or before the campus's first day of classes for the summer session, fall or spring semester for which residency is requested. Applications may not be retroactive.
- B. The campus Chief Financial Officer (or such other designated official) shall issue a written decision within 30 days.
- C. The student may appeal the decision of the Chief Financial Officer (or such other designated official) in writing within 30 days to the President (or designee) of the campus.
- D. The President (or designee) will issue a final decision within 30 days.

**University of Maine System**  
**ADMINISTRATIVE PRACTICE LETTER**  
**SUBJECT: RESIDENCY GUIDELINES**

Section IV-G  
Page(s) 3 of 3  
Effective 7/22/11

In the event that the campus Chief Financial Officer, or other designated official, possesses facts or information indicating a student's change of status from in-state to out-of-state, the student shall be informed in writing of the change in status and will be given an opportunity to present facts in opposition to the change. The student may appeal the decision of the Chief Financial Officer or other designated official as set forth in the preceding paragraph.

**APPROVED:**

Signature on file in System Office of Finance and Administration  
Vice Chancellor of Finance and Administration and Treasurer

# THE UNIVERSITY OF MAINE

## REQUEST FOR CHANGE OF RESIDENCE STATUS

### INSTRUCTIONS

This form is to be completed by those whose admission to the University of Maine System was that of a nonresident, and who now wish to be considered a Maine resident for tuition purposes. This form is to be sent to the appropriate campus officer on or before the first day of classes for the fall, spring or summer semester for which residency is requested. Further instructions will be available at the campus office which issues this form.

Please answer all questions completely, using "NONE" or "N/A" for those questions which do not apply to your situation. If you need more space or wish to make a further statement, feel free to attach pages, clearly indicating the subject of each addition.

### PLEASE PRINT OR TYPE

1. Name \_\_\_\_\_ Student ID: \_\_\_\_\_  
Last First Middle

2. Present Address own ☐  
rent ☐  
Number Street Apt#  
City State Zip Telephone Area

3. Permanent Address own ☐  
rent ☐  
Number Street Apt#  
City State Zip Telephone Area

4. Date of Birth / / Place of Birth City State  
Month Day Year

5. Father's Name Last First Middle  
His address Number Street City State Zip  
Since / / Home Phone ( ) Business Phone ( )  
Month Day Year Area Area

6. Mother's Name Last First Middle  
Her address Number Street City State Zip  
Since / / Home Phone ( ) Business Phone ( )  
Month Day Year Area Area

7. Spouse or Domestic Partner's Name Last First Middle  
Address Number Street City State Zip  
Since / /  
Month Day Year

8. Do you have a guardian? ☐ No; ☐ Yes. ☐ Legal; ☐ Informal.  
Guardian's Name Last First Middle Date of Court Order / /  
Address Since Mo. Day Yr.  
Month Day Year

9. List all Colleges/Universities attended in last 3 years.

Institution	State	Dates Attended		Degree Program	In-State Tuition
		from	to		
		mo / year	mo / year		<input type="checkbox"/> No; <input type="checkbox"/> Yes.
		mo / year	mo / year		<input type="checkbox"/> No; <input type="checkbox"/> Yes.
		mo / year	mo / year		<input type="checkbox"/> No; <input type="checkbox"/> Yes.

10. Number of credit hours currently registered for \_\_\_\_\_

11. Have you been enrolled each semester since your first entry? Yes ☐ No ☐

12. If not, explain interruption (cause, where you resided, type of work or services, dates) \_\_\_\_\_

13. Name and location of last high school attended \_\_\_\_\_  
High School City State

14. List all employers, employers' addresses, dates of employment, in past 2 years.

Employer	City	State	Hours Per Week	Dates	
				From	To
				mo / year	mo / year
				mo / year	mo / year
				mo / year	mo / year



15. Date of Arrival in Maine \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

List all addresses where you have resided in the immediate preceding 2 years. Give inclusive month/day/year for each residence, including current residence and the reason you resided at that address, for example, parents' residence, school, employment, etc.

Address	City	State	FROM	mo / day / year	To	mo / day / year
Reason						
Address	City	State	FROM	mo / day / year	To	mo / day / year
Reason						
Address	City	State	FROM	mo / day / year	To	mo / day / year
Reason						
Address	City	State	FROM	mo / day / year	To	mo / day / year
Reason						

16. How many continuous months have you resided in the state of Maine?

17. If you have been absent from Maine excluding holidays in the immediately preceding twelve months, please describe below.

FROM	<u>mo / day / year</u>	To	<u>mo / day / year</u>	Reason
FROM	<u>mo / day / year</u>	To	<u>mo / day / year</u>	Reason
FROM	<u>mo / day / year</u>	To	<u>mo / day / year</u>	Reason
FROM	<u>mo / day / year</u>	To	<u>mo / day / year</u>	Reason

18. List dates and states of each place in which you have registered to vote in the past 2 years.

Date of Registration	State
mo / day / year	
mo / day / year	

19. Which state(s) has withheld state income taxes from your salary in the past 2 years?  
(indicate all states for each year listed.)

Tax Year	State or States
Jan. 1 to Dec. 31, 20__	
Jan. 1 to Dec. 31, 20__	

20. What state did you list as your legal residence on your last Federal Income Tax Return? \_\_\_\_\_

21. Have you operated a motor vehicle in the past 12 months? ☐ No; ☐ Yes.

Your license number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

When was your license last renewed? \_\_\_\_\_  
Month \_\_\_\_\_ Year \_\_\_\_\_

If you own a motor vehicle, what is the registration number? \_\_\_\_\_ State \_\_\_\_\_

Names of the registered owner(s) of the vehicle(s) you operated \_\_\_\_\_

Address of registered owner \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

22. Do you own any real property? ☐ No; ☐ Yes. Type of property \_\_\_\_\_

(residence, farm, business, etc.)

Location \_\_\_\_\_ Date of Purchase \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

23. Do you have a bank account (checking or savings)? ☐ No; ☐ Yes. If yes, complete this section.

Bank	City	State	Account Opened	Type of Account	
			month / year	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
			month / year	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>

24. What are your career plans upon completion of your studies? \_\_\_\_\_

25. Do you intend to relinquish your residency in any other state and establish it in Maine? \_\_\_\_\_ How long do you intend to reside in Maine? \_\_\_\_\_

26. What state do you consider your permanent abode? \_\_\_\_\_ List any other information which may be pertinent to your classification as a Maine resident for tuition purposes. \_\_\_\_\_

27. Are you receiving financial assistance from any state other than Maine? ☐ No; ☐ Yes

If yes, complete this section. Type of assistance \_\_\_\_\_ Date Received \_\_\_\_\_  
Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Name of granting agency \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

28. If you applied for federal financial aid, what state did you indicate as your legal residence on your application? \_\_\_\_\_

29. Did your parents or legal guardian claim you as a dependent on federal or state income tax returns in the immediate past tax year?

☐ No; ☐ Yes. If yes, who: ☐ Father; ☐ Mother; ☐ Guardian

30. If presently independent of parents' support, indicate how you are financing living and tuition expenses. \_\_\_\_\_

31. Have you served in the U.S. Armed Forces? ☐ No; ☐ Yes. If yes, complete this section.

a. Place of induction \_\_\_\_\_ Date \_\_\_\_\_ Age when inducted \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Mo. \_\_\_\_\_ Day \_\_\_\_\_ Yr. \_\_\_\_\_

b. Permanent home of record on your original entry papers \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

Permanent home of record on your separation papers (DD-214) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_

c. Indicate each city and state in which you purchased real property while in the service.

City \_\_\_\_\_ State \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

32. Indicate city, state, and date of draft registration.

City \_\_\_\_\_ State \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

33. Are you a citizen of the United States? ☐ Yes. ☐ No; If no, complete this section.

Country of citizenship \_\_\_\_\_ Date of entry into the United States \_\_\_\_\_

☐ Immigration

Type of visa: ☐ Student \_\_\_\_\_ If Immigrant, Alien Registration No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

☐ Diplomatic

34. Are you a dependent of a member of the United States Armed Forces? ☐ No; ☐ Yes.

If yes, address of military station \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

## ALL PETITIONERS MUST COMPLETE THIS SECTION

I am declaring Maine as my state legal residence for tuition purposes. I certify that the information presented in support of this application is true and correct.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

NOTE: To support your claim of residency, please attach the following documents to this application.

1. Certification of voter registration from the town or city clerk of your community.
2. Rent receipts or copy of the lease covering the previous 12 months of your residence in Maine.
3. Copy of driver's license.
4. Copy of automobile registration.
5. Copy of current bank account statement.
6. Copy of parents' Federal income tax form 1040 (excluding schedules) for most recent tax year.
7. Copy of your state income tax form (excluding schedules) for the most recent tax year.
8. Other documents that you feel appropriate for support of your claim of residence.

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### UNIVERSITY USE ONLY

#### Action for Change of Residence Status:

Yes      No      \_\_\_\_\_ Campus Officer

Effective Date (if approved) \_\_\_\_\_

Comments: \_\_\_\_\_

#### Appeals:

Yes      No      Date      \_\_\_\_\_ Campus President

Yes      No      Date      \_\_\_\_\_ Treasurer, University of Maine System